Republic of the Philippines City of Naga

# OFFICE OF THE BUILDING OFFICIAL

|  |  |  |
| --- | --- | --- |
| Control No: Applicant Name: Project Name: Project Location:  | Date and Time Received: Date and Time Printed: | * **EVALUATED AND COMPLIANT :**

– For order of payment* **DEFICIENCY FOUND:**

- Return Documents to applicant**NOTE:** Include this Evaluation Checklist on your re-submission of documents |

 **STANDARD PLAN EVALUATION CHECKLIST**

*As per Section 302* of PO *1096 Rev. IRR*

## ARCHITECTURAL PLANS

* 1. Standard Form (Type AO, A1, A2, A3) for Bldg. Plans *(Complete with Borders and Title Block)*

## FINDINGS/COMMENTS:

* 2. Lot Plan - *showing Orientation, Bearing, Distance, Adjacent roads, access roads and properties, Indicate Lot Area (with certification from GE of no encroachment of adjoining properties)*
* 3. Site Development Plan - *indicating the following:*
	+ Drawn to Scale
	+ with Technical Description and Orientation
	+ Setback/ Easement requirements
	+ Indicate adjacent roads and lots
	+ Parking Layout
* 4. Restrictions: *Abutments and Firewalls*
* 5. Vicinity Map Location Plan *within 2km radius for Commercial, Industrial and Institutional Complex*
* 6. Perspective - *Eye level or Birds Eye View*
* 7. Indicate Column Gridlines & Dimensions - *site development, all floor plans, elevations and sections, blow-up details*
* 8. Floor Plans - *min. scale* of 1 *:100m, indicating doors and window labels, room labels and complete dimensions*
* 9. Min. of 4 Elevations and 2 Sections - *showing natural ground to finish grade elevation, floor to floor heights*
* 10. Stairs Access - *blow-up plans and sections (comply with PD 1096 and BP 344)*
* 11. Toilet and Bath Details - *blow-up plans and sections showing specifications* of *finishes and fixtures.*
* 12. Kitchen Details - *blow-up plans and sections showing specifications* of *finishes and fixtures.*
* 13. Doors and Windows Schedule - *blow-up details showing the type, location, material finishes, and quantity*
* 14. Roof Plan/Roof Deck Plan - *indicate in the Project Title if Roof Deck is passable or non-passable.*
* 15. Other Architectural Details: *(as needed)*

**PLAN EVALUATOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Arch. John Daryl M. Martinez

DATE OF EVALUATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME STARTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME ENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_

## ELECTRICAL PLANS FINDINGS/COMMENTS: (Continuation)

* 1. General Notes/Guidelines and Specifications

|  |
| --- |
| * Art. 1.10.11, PEC 1, Vol. 1, 2009 – Arc flash rating of protective device
 |
| * Art. 1.10.2.1, PEC 1, Vol. 1, 2009 – Location and clearance of panel & others.
 |
| * Art. 2.10.1.12, PEC 1, Vol. 1, 2009 - AFCI
 |
| * Art. 2.10.1.8, PEC 1, Vol. 1, 2009 - GFCI
 |
| * Art. 2.10.3.3, PEC 1, Vol. 1, 2009 – Required outlet
1. General Provisions (e) Outdoor Outlets
2. Small Appliances (f) Laundry Areas
3. Countertops (g) Basements and Garages
4. Bathrooms (h) Hallways
 |
| * Art. 2.30.4.3, PEC 1, Vol. 1, 2009 – Min. size of service entrance conductor
 |
| * Art. 2.30.6.2, PEC 1, Vol. 1, 2009 – Maximum no. of disconnect
 |
| * Art. 2.50.6.2, PEC 1, Vol. 1, 2009 - Grounding (panels, CO)
 |
| * Art. 3.0.1.6, PEC 1, Vol. 1, 2009 – Protection against corrosion & deterioration
 |
| * Art. 4.10.5, PEC 1, Vol. 1, 2009 – grounding (lighting)
 |
| * Art. 4.8.2, PEC 1, Vol. 1, 2009 – Switchboard location
 |
| * Art. 4.8.2, PEC 1, Vol. 1, 2009 – Panel board installation
 |
| * Art. 5.14, PEC 1, Vol. 1, 2009 – Motor fuel dispensing facilities
 |
|   Art. 7.0.4.3, PEC 1, Vol. 1, 2009 – Circuits for emergency lighting  |
| * Art. 7.0.5, PEC 1, Vol. 1, 2009 – Control-Emergency lighting circuits
 |

* 2. Electrical Plans Legend
	+ a. Lighting and Power Layout, indicate switches
	+ b. other Details as deemed needed
* 3. Electrical Details:
	+ a. Schedule of Loads and Computation
	+ b. Riser Diagram/ Single Line Diagram
	+ c. Panel Board Details/ Circuit Breaker Diagram
	+ d. Design Analysis
		1. Short Circuit Calculations
		2. Voltage Drop Calculations
		3. Protective Coordination
* 4. Vicinity Map

##  PLAN EVALUATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Engr. Gregory D. Moreno, EE

## DATE OF EVALUATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## TIME STARTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME ENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FINDINGS/COMMENTS:

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| --- | --- | --- |
|  |  |  |
| * Rule XIII, Section 1301, National Building Code – Attachments, Clearances
 |  |  |
| Electrical rooms, Generators, Wiring Methods, others |  |  |
| * City Ordinance No. 2001-081 – Underground service entrance
 |  |  |  |
| * City Ordinance No. 2005-030 – Single entrance
 |  |  |  |

**STRUCTURAL PLANS**

* 1. Construction Notes/Guidelines and Specifications
* 2. Structural Plans - as *per Structural Design and Computation*
	+ a. Foundation Plan/s
	+ b. Floor Framing Plan/s
	+ c. Roof/ Roof Deck Framing Plan/s
	+ d. other Details as deemed needed
* 3. Structural Details:
	+ a. Schedule of Slabs/ Slab Details
	+ b. Schedule of Beams/ Beams Details
	+ c. Schedule of Columns/ Columns Details
	+ d. Schedule of Footings/ Footing Details
	+ e. Schedule of Trusses/Truss Details
	+ f. other Details as deemed needed

## FINDINGS/COMMENTS:

**PLAN EVALUATOR**: \_ \_\_ \_ \_ \_ \_ \_ \_

## Engr. Elmer T. Albo, CE

DATE OF EVALUATION:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

TIME STARTED: \_ \_ \_ \_ \_ \_\_ TIME ENDED: \_\_ \_ \_ \_ \_ \_ \_

## PLUMBING/SANITARY PLANS

* 1. General Notes/Guidelines and Specifications
* 2. Plumbing/Sanitary Plans
	+ a. Potable Water Supply Layout/Hot and Cold Line
	+ b. Sewer/Soil pipe Line Layout
	+ c. Storm Drainage Layout
	+ d. Isometric Drawing
* 3. Plumbing/Sanitary Details:
	+ a. Septic Tank/Vault Details - must be slab flooring
	+ b. Area Drain/ Catch Basin Details
	+ c. Toilet Fixtures mounting and connection Details
	+ d. Kitchen Fixtures mounting and connection Details
	+ e. Hangers and Support Details; Legends
	+ f. other Details as deemed needed
* 4. Vicinity Map

## FINDINGS/COMMENTS:

**PLAN EVALUATOR**: \_ \_\_ \_ \_ \_ \_ \_ \_

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| --- |
| * Plumbing Design Analysis
 |
| * Verify Plumbing vent system
 |
|   Specify pipe sizes  |
|   City Ordinance No. 2014-076 – septic shall be accessible for dislodging,  |
| Minimum of 3-chambered septic tank, min. of 2-days retention |
| * \*Appendix B Sec. B-2 – Capacity of septic tank, verify min. capacity
 |
| * \*Appendix B Sec. B-5– Verify septic tank construction – capacity of 1st
 |
| Chamber, baffle pipe connection, min. size of manhole, etc. |
| * STP Requirements as per NBCDO Memo Circular No. 6 Series of 2011
 |
| (Strict Enforcement of the Provision of Clean Water Act of 2004) |
|  |
|  |
|  |
| \*Revised National Plumbing Code of the Philippines |

## Engr. Nelson B. Prilles, RMP

DATE OF EVALUATION:\_ \_ \_ \_ \_ \_

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TIME STARTED: \_ \_ \_ \_ \_ \_\_ TIME ENDED: \_\_ \_ \_ \_ \_ \_ \_

## MECHANICAL PLANS

* 1. General Notes/Guidelines and Specifications
* 2. Mechanical Plans/Legend
	+ a. A/C Layout/HVAC/AFSS/Elevators
	+ b. other Details as deemed needed
* 3. Mechanical Details:
	+ a. Schedule of Machines/Equipment
	+ b. Typical Connection/Support Details
	+ c. Blow-up Details/Single Line Diagram
* d. other Details as deemed needed:
* 4. Vicinity Map

## FINDINGS/COMMENTS:

**PLAN EVALUATOR**: \_ \_\_ \_ \_ \_ \_ \_ \_

## Engr. Nelson B. Prilles, PME

DATE OF EVALUATION:\_ \_ \_ \_ \_ \_

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TIME STARTED: \_ \_ \_ \_ \_ \_\_ TIME ENDED: \_\_ \_ \_ \_ \_ \_ \_

## ELECTRONICS PLANS

* General Notes/Guidelines and Specifications
* Electronics Plans/Legend
	+ Data and Voice, Tel, PABX, FDAS, CCT\/, CATV
	+ other Details as deemed needed
* 3. Electronics Details:
	+ Schedule of Equipment
	+ Typical Connection/ Support Details
	+ Blow-up Details/ Single Line Diagram

## FINDINGS/COMMENTS:

* + other Details as deemed needed:

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* 4. Vicinity Map

**PLAN EVALUATOR**: \_ \_\_ \_ \_ \_ \_ \_ \_

DATE OF EVALUATION:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

TIME STARTED: \_ \_ \_ \_ \_ \_\_ TIME ENDED: \_\_ \_ \_ \_ \_ \_ \_

## RECEIVED RETURN DOCUMENTS TO APPLICANT

I, , fully understand my deficiencies listed herein, the reason that my application was returned to me, as further clarified and explained by . Accordingly, I hereby undertake to correct/or comply such deficiencies on my resubmission.

APPLICA/AUTHORIZED REPRESENTATIVE/SIGNATURE OVER PRINTED NAME DATE OFFICER OF THE DAY/SIGNATURE OVER PRINTED NAME DATE